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|  | **P a t h w a y s W o r l d S c h o o l**  Learn ⏺ Work ⏺ Play ⏺ Think ⏺ LIVE |

**MEETING MINUTES**

**SUBJECT/AGENDA: Check on submissions**

**DATE: 29th July, 2011 TIME: 4:15 pm LOCATION: Principal’s Room**

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| **ATTENDEES** | **Rima, Abhimanyu, Monica and Malini** |
| **ABSENTEES** | **None** |

**POINTS DISCUSSED:**

* ***Status of SOW, Form Day presentations and Introductory letter for each grade looked into. PE SOW to come in tonight, ICT SOW to come in latest by tomorrow and slides for the Music Form Day to be reviewed by Jim and sent over.***
* ***Teachers to decide on how they want to go about the Form Day Presentation and share it with the coordinator***
* ***SOW to be formatted and sent to Rima for checking***
* ***Swimming schedule to be given to the home room teachers for inclusion I their introductory letters***
* ***Instructions for ‘new parent orientations’ and ‘form days’ to be given to Neetu.***
* ***Coordinator’s room to be made presentable. The inquiry cycle to be opened from the chart and put up on a board in the common room.***
* ***A last minute survey to be done tomorrow to see that rooms are ready.***

**FOLLOW UP/ ACTION (if any )**

* ***Inquiry Cycle to be put up in the common room***

***Minutes By- Malini Ghosh***